

RICHMOND POLICE DEPARTMENT



11-28

POLICE SUPPORT OFFICER OPERATING MANUAL

Chief of Police or Designee

7/17/2008

Table of Contents

I. Purpose.....	3
II. Policy.....	3
III. Procedure.....	3
IV. Personnel.....	3
V. Uniforms and Equipment.....	4
VI. Training.....	4

PURPOSE

The purpose of this directive is to establish the policy and procedure for the duties and responsibilities of Police Support Officers. The scope of the Police Support Officer function shall be recognized and understood by sworn officers and support officers.

POLICY

It is the policy of the Richmond Police Department that only sworn personnel have the power to arrest. Support officers are not commissioned as law enforcement officers. Police Support Officers may not effect arrests or execute warrants of arrest. Police Support Officers are not authorized to carry a weapon(s) while on-duty. Support officers have the authority to tow vehicles, provide traffic control measures, tag vehicles, and write parking violations.

Police Support Officers are governed by the same procedures as sworn officers when directing pedestrian or vehicular traffic, enforcing parking regulations, and when appearing in court. Furthermore, Support Officers are subject to the same City of Richmond and Richmond Police Department rules and regulations as any other Department employee.

PROCEDURE

Duties and Responsibilities of Police Support Officers

1. Tag and tow vehicles that are parked on streets marked for street cleaning
2. Tag and tow vehicles identified as having three (3) or more outstanding parking citations
3. Patrol assigned areas to enforce parking regulations
4. Handle other traffic related assignments, as directed by supervision
5. Direct pedestrian and vehicular traffic during parades and other special events
6. Attend training sessions, as required
7. Prepare and maintain work-related records and reports
8. Fill in for school guards when necessary
9. Appear in court, as required
10. Assist sworn officers, when requested

PERSONNEL

Police Support Officers are full-time, civilian personnel assigned to the Special Events Division. Police School guards are hired based upon the knowledge, skills and abilities required to perform the aforementioned duties. The position requires a high school diploma or GED and successful fulfillment of the departmental application and background investigation process. Support Officers are supervised by a sergeant.

UNIFORMS AND EQUIPMENT

Police Support Officers are uniformed to ensure that motorists and pedestrians can readily recognize them and respond to their signals. Support Officers shall wear their department-issued uniform at all times when on duty. The department-issued uniforms are distinct from uniformed patrol officers. Rather than all blue, they wear a grey shirt with a patch that identifies them as a Police Support Officer.

Police Support Officers are equipped with the following items:

- One (1) reflective vest
- One (1) Department-issued handheld radio
- One (1) set of rain gear
- One (1) flashlight
- One (1) whistle

TRAINING

On-the-job and refresher traffic control training is provided to all newly hired Support Officers. Support Officers are also trained in writing parking tags and violations. Newly-hired Support Officers will accompany the sergeant in the field until such time that the sergeant releases the Support Officer for duty.